GOVERNMENT OF THE DISTRICT OF COLUMBIA Office of Contracting and Procurement



REQUEST FOR TASK ORDER PROPOSALS

TO:

GSA Schedule Contractors

Solicitation No.:

DCFA-2008-T-0040

Caption:

Copier Lease - Metropolitan Police Department

Issuance Date:

November 10, 2008

Due Date:

November 14, 2008

The Government of the District of Columbia (District) Office of Contracting and Procurement (OCP) on behalf of The Metropolitan Police Department is requesting the services of a contractor to lease and maintenance of copy machines in Attachment A-Statement of Work located at 300 Indiana Ave., N.W., Room 4057, Washington, DC 20001.

The task order proposal should be prepared according to the instructions listed below:

1. Proposal Submission Requirements

The task order proposal shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCFA-2008-T-0040-Copier Lease-Metropolitan Police Department".

All proposals must be submitted on 8.5" by 11" paper and typewritten. Electronic and fax submission of proposals will not be accepted, unless otherwise directed in writing.

1. Price Proposal

This section shall be submitted under a separate cover titled "Price Proposal". It shall include the total price for the entire project, and shall be broken down by the task; activities or class as set forth in the statement of work. Pricing shall be a firm fixed price and shall identify all costs. Unless

otherwise directed in writing, the price proposal shall, at a minimum include:

- a. Identify the total price, and include a summary of all items proposed.
- c. Completed Price Schedule, Attachment A.
- d. Copy of Offer's GSA Price Schedule.

Offerors shall also complete and return the Tax Certification Affidavit, Attachment B.

4. Hand Delivery or Mailing of Solicitation

Delivery or Mail to:

Office of Contracting and Procurement 441 4th Street, N.W. Suite 703 South, Bid Counter Room Washington, D.C. 20001 Attention: Andrei Howze

5. Proposal Submission Date

The closing date for receipt of proposals is November 14, 2008 by 2:00 p.m. local time.

6. Evaluation for Award

Award shall be made from this solicitation to the responsible, responsive Offeror whose offer is most advantageous to the District, based upon the evaluation criteria. The District reserves the right to reject any or all offers determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the Offeror's best terms from a fixed price basis and technical standpoint. Brand equivalents are allowed.

7. Proposal Evaluation

Offerors are advised that price proposals will be evaluated by the Government based on the criteria outlined below.

• Price Evaluation Criteria

The price evaluation will be objective. The offeror with the lowest realistic price will receive the contract award.

8. Term of Contract

The term of this contract will be date of award through September 30, 2009 with four (4) one year options. Option years are subject to availability of funds. Copiers must be delivered within 30 days of date of award.

Attachments

Attachment A – Statement of Work Attachment B – Tax Affidavit

Questions may be referred to Andrei Howze by email at andrei.howze@dc.gov. Questions regarding the solicitation must be received no later than 2:00 PM on Wednesday, November 14, 2008.

Andrei Howze Contract Specialist

Attachments

Attachment A

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Chief of Police 5080	7242	GBP086006
General Support Unit 5058 5029	7655	VDR001271
Crimes Analysis 5063	WC 7655	VDR000962
Crimes Analysis 5063	color	
Record Division 5153	5645	WTD001467
Policing for Prevention 5126	5638	WRT011174
OOD 5008 (moved from Accreditation)	WC 245	UTV1555752
Chief of Police 5080	WC 275	UTU107973
SOCC 5050	7242	GBP085983
eneral Services Admin Office (Patti office)	new 7132	AYX103055
General Services Admin Office		
Standing and Training 4136	WC 255	UTV104814N
Corporate Communication 5125		
6th Floor (4)		
Human Services 6046	DC255 new	UTV104898N
Human Services 6046	7132	AYX102887
Human Services 6046		
Testing & Standards Branch	5665	WTM001485
Metropolitan Police Department		
Outside Units		
SE		
Evidence Control Branch	7345	FKA469058
2235 Shannon Place SE 20020		
Violent Crimes Branch	WCP 265	UTU106576
3224 Pennsylvania Ave SE 20020		
7D	5665	WTD001281
2455 Alabama Ave SE 20020		
7D	7665	VDR001961
2455 Alabama Ave SE 20020		
SW XX.		
First District	5645	WTD001572
415 4th St SW		
K-9	WC 245	UTV155517P
4667 Blue Plain Drive SW 20032	110 2.10	011100111
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#2 DC Village Lane SW 20032		011104022
Training Division	5655	WTD001556
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Training Division	7345	FKA469021
4665 Blue Plain Drive SW 20032	10.0	110403021
Training Division	4110	WEY077700
4665 Blue Plain Drive SW 20032	7110	WE1077100
Recruiting	5655	WTD001581
#2 Village Lane Building 3B SW 20032	5055	44 1001301
Mobile Force	5655	WTD001497
Air Support Unit	5632	
1724 South Capitol St SW 20003	J032	WRT011148
NE		
	EGAE	WTDoores
Providence hospital	5645	WTD001553
920 Valum St NE	7055	VDDagazaa
Fifth District	7655	VDR000738

1805 Bladensburg RD NE 20024		
Sixth District	WC 265	LITHIERCEE
100 42nd St NE	WC 203	UTU155655
Juvenile Processing Center	WC 245	UTV155613
1000 Mount Olive RD NE	WC 243	017133013
Fleet Management	WC 245	UTV155767
2175 West Virginia Ave NE	WC 243	017133767
Mobile Crime Unit	WC255	UTV104909N
3521 Vst NE	110233	01710490914
Mobile Crime Unit	WC265	UTU155665
3521 Vst NE	WG203	010133003
Audit & Compliance Branch	5665	WTM001470
51 N Street NE	3003	W11001470
Youth Division	5665	WTM001541
	3003	W 11001541
1700 Rhode Island Ave NE Youth Division	WCP255	UTV104882
1700 Rhode Island Ave NE	WCF233	U 1 V 104882
	7000	GBP086056
Major Narcotics/Prostitution Unit	7232	GBP086056
1215 #3rd Street NE	5005	MITHEONALA
Internal Affairs	5665	WTM001445
51 N Street NE		WEDGGGGG
Internal Affairs	5645	WTD001499
51 N Street NE	7400	410/400450
Photo Radar- Newly added	7132	AYX103452
3165 V st NW		color
NW ASS	WO 045	1177454005
Traffic Investigation Unit	WC 245	UTV151625
501 New York Ave NW	WORLE	1177/101000
ROC North	WCP55	UTV104928
801 Shepherd ST NW	W0 000	
Communications Division	WC 265	UTU155565
310 McMillion Drive		
Roc North	7345	FKA468083
801 Shepherd ST NW	W0 5	ļ
SOD Station	WC 245	UTV155611
2301 L Street NW		
NSID	WC 265	UTU155590
1215 3rd ST NE		
OPR	WC 265	UTU155657
801 Shepherd ST NW		
SMOB	5645	WTD001569
2000 14th Street 3rd Floor NW		
Thrid D Sub Station	5655	WTD001584
750 Park Road NW	a in the second	
Asian Unit	5638	WRT010995
616 H Street NW		
Second District	WC 245	UTV155602
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3320 Idaho Ave NW		
	WCP 245	UTV155603

6001 Geogia		
Latino Liason	M20i	RYU332350
1800 Columbia RD NW		
Reproducation 4057	288	BWE000663
Human Services Personnel/6th Floor	4595	FBG111813
300 Indiana Ave WDC 20001	4353	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Executive Asst. Chief/ Rm 5080	4595	FBG111815
300 Indiana Ave WDC 20001	4555	FBGTT1813
Chief of Police/ Rm 5080	7655	VDR000957
300 Indiana Ave WDC 20001	7033	VDR000937
Robbery 3142	5655	WTD001480
	3033	W1D001480
300 Indiana Ave WDC 20001 Labor Relations/4126	5655	WTD000719
300 Indiana Ave WDC 20001	3033	W1D000719
Accounts Payable/RM 4106	5655	WTD001652
	3033	W1D001032
300 Indiana Ave WDC 20001 Cell Block/Basement	EGEE	WTD001685
300 Indiana Ave WDC 20001	5655	W1D001003
Reproduction 4057	5655	WTD001473
300 Indiana Ave WDC 20001	2022	W1D001473
300 Indiana Ave WDC 20001		-
Executive Protection Unit/Rm 3115	5655	WTD709733
300 Indiana Ave WDC 20001		
Cold Case Unit/3153	5655	WTD001063
300 Indiana Ave WDC 20001	A	
		WEDDOGGO
Human Services Division/6th Floor	5655	WTD001300
300 Indiana Ave WDC 20001	5055	WITDOOFFO
Wales & NCIC Section/5153	5655	WTD000569
300 Indiana Ave WDC 20001 Patrol Support Division/RM 4034	FOFF	WTD001094
	5655	W1D001094
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Reproduction 4057 300 Indiana Ave WDC 20001	5655	WTD001113
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300 Indiana Ave WDC 20001 Patrol Services/ 3rd Fl	7655	VDR002635
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300 Indiana Ave WDC 20001		
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300 Indiana Ave WDC 20001 Fourth District/1st FI	AFOF	EDC111000
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6000 Georgia Ave NW Fourth District/2ND FL ADMIN	ECCE	WTM001523
6000 Georgia Ave NW	5665	W 1 1/10/01323
Second District/2ND FL ADMIN	4505	EPC111910
	4595	FBG111810
3320 Idaho Ave NW Third District/1ST FL	4505	EDC111014
1620 V St NW	4595	FBG111814
TOZO V SLIVVV		
MPD Securities Mgmt Branch/3RD FL	5665	WTM001552
2000 14th Street 3rd Floor NW		

Sixth District/2nd FI	4595	FBG111798
100 42pd St NE	4393	FBG111796
Sixth District/1st Fl	5665	WTM001545
100 42nd St NE	3003	W1M001343
School Security Division/Trailer	5655	WTD001041
601 15th St NE	3033	W15001041
Fifth District/1ST FL	4595	FBG111807
1805 Bladensburg RD NE 20024	4333	1 50111007
Disciplinary Review/ Room 207	5655	WTD001012
801 Shepherd ST NW	3000	1115501012
GOT GROUPHING GT THE		
quipment & Supplies Warehouse	5655	WTD002322
2235 Shannon Place SE 20020		
Equipment & Supplies/	5655	WTD000612
2250 Railroad Ave SE		
6D Substation/1ST FL	4595	FBG111783
2701 Penn Ave SE		
Seventh District/1ST FL	4595	FBG111797
2455 Alabama Ave SE 20020		
1D Substation/	5665	WTM001558
500 E St SE		
First District/	4595	FBG111784
415 4th St SW		
First District/	5665	WTM001550
415 4th St SW		
Harbor Patrol	5655	WTD000650
550 Water St SW		
Impound Lot/	5655	WTD000626
4665 Blue Plain Drive SW		
Fire Arms Training Ctr/	5655	WTM001524
5001 Shephard Parkway SW		
		
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The District will award one firm fixed unit price contract. The price stated shall include all items necessary to effectively conduct and complete the required service described in Attachment A – Statement of Work. This includes, but is not limited to, the cost of labor, travel, overhead, administrative charges, taxes, profit, insurance and other expenses.

B.1 Base Period

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Unit Price	Total Price
0001	Cost of Individual Copiers	134 Each	\$	\$

B.2 Option Year One

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Unit Price	Total Price
1001	Cost of Individual Copiers	134 Each	\$	\$

B.3 Option Year Two

Contract Line Item No. (CLIN)	Item No.		Unit Price	Total Price	
2001	Cost of Individual Copiers	134 Each	\$	\$	

B.4 Option Year Three

Item No. (CLIN)		Price Per Unit	Unit Price	Total Price	
3001	Cost of Individual Copiers	134 Each	\$	\$	

B.5 Option Year Four

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Unit Price	Total Price
4001	Cost of Individual Copiers	134 Each	\$	\$

Attachment & GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE CHIEF FINANCIAL OFFICER OFFICE OF TAX AND REVENUE



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date:							
Name of Organization	n/Entity:						
Address:							
Business Telephone	No.:						
Principal Officer:							
Name:		Titl	e:				
Federal Identification							
Contract No.:							
Unemployment Insur	rance Account No.:			-			
I hereby certify that: 1. 2.	I have complied with the applica The following information is tru five (5) years:	able tax filing and e and correct cor	d licensing tax	requirements of compliance for	of the Distri or the follo	ict of Colum wing taxes f	bia. or the past
	live (5) years.	Cur	rent	Not Cu	rrent	Not Ap	plicable
District:	Sales and Use Employment Withholding Ball Park Fee Corporation Franchise Unincorporated Franchise Personal Property Real Property Individual Income)	(((((((((((((((((((()))))	(((((((((((((((((((())))))))
authorities. The pe	nd Revenue is hereby authorized malty for making false statement escribed by D.C. Official Code §	ts is a fine not to	bove inform exceed \$5,	nation with th 000.00, impri	ie appropi sonment f	riate govern or not more	ment than 180
This affidavit must	be notarized and becomes void	f not submitted	within 90 o	days of the da	te notariz	ed.	
Signature of Authori	zing Agent			Title			
Print Name							
Notary:	DISTRICT OF COLUMBIA, ss	:					
Subscribed and swor	n before me this	day of		_Month and Y	ear		
Notary Public:							
My Commission Exp		14010					